## Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: RECEIVED SECRETARY OF THE SENATE PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from 19 10 24 AH 10: 14 travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: The original Employee Pre-Travel Authorization (Form RE-1), AND X A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.) American Israel Education Foundatin (AIEF) Private Sponsor(s) (list all): May 25 - June 2, 2019
Travel date(s):\_\_\_\_\_\_ Name of accompanying family member (if any): \_\_\_\_\_\_ Relationship to Traveler: 

Spouse ☐ Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) **Expenses for Employee:** Meal Expenses Other Expenses Lodging Expenses Transportation (Amount & Description) **Expenses** \$1,172.39 \$3,459.76 \$1,840.23 \$5,783.54 ☐ Good Faith (please see attched) Estimate □ Actual Amount Expenses for Accompanying Spouse or Dependent Child (if applicable): Other Expenses Meal Expenses Lodging Expenses Transportation (Amount & Description) Expenses ☐ Good Faith Estimate ☐ Actual Amount 1 Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

(Printed name of traveler)

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Signature of Supervising Senator/Officer)

(Signature of traveler)

(Revised 1/3/11)

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Form RE-2

### Breakdown of "other" expenses:

Security: \$1,333.12 per person Speaker Fees: \$567.39 per person

Hotels for contract staff (tour guide, bus driver, security guards): \$379.61 per person

Tour Guide: \$320.53 per person

Meals for contract staff and speakers: \$219.85 per person

Room Rentals: \$174.75 per person

Hotel Commission \$138.51 Other: \$106.75 per person Airport Assistance: \$81.89

Transportation for contract staff and speakers: \$61.38 per person

Entrance Fees: \$37.07 per person Photography: \$31.57 per person

Tips: \$7.34 per person

### Abboud, Molly (Fischer)

From:

Hack, Joe (Fischer)

Sent:

Thursday, April 25, 2019 6:42 AM

To:

Abboud, Molly (Fischer)

Subject:

Fwd: AIEF Seminar in Israel: May 25-June 2, 2019

Invite

### Begin forwarded message:

From: <<u>sallen@aiefdn.org</u>>

**Date:** March 29, 2019 at 9:13:59 AM GMT+12

To: < joe hack@fischer.senate.gov>

Subject: AIEF Seminar in Israel: May 25-June 2, 2019



### AMERICAN ISRAEL EDUCATION FOUNDATION

March 28, 2019

Joe Hack
The Office of the Honorable Deb Fischer
454 Russell Senate Office Building
Washington, DC 20510

Dear Joe,

On behalf of the American Israel Education Foundation (AIEF), we would like to invite you to participate in an educational seminar in Israel for Senate and House Chiefs of Staff, May 25 – June 2, 2019. The trip will depart Saturday afternoon, May 25; and return to the U.S. on Sunday morning, June 2.

This seminar will delve into some of the most difficult issues facing Israel and the region. Israeli leaders from across the political spectrum, along with Palestinian leaders, will explore the peace negotiations and the obstacles to peace, the myriad of security threats facing the region, and the strategic relationship between the United States and Israel.

Participants will hear a wide array of viewpoints, including discussions with: members of the Israeli Knesset and the Palestinian Authority; U.S. government officials; military leaders; heads of non-governmental organizations; and prominent academics and journalists. The program will also include visits to historic and religious sites in Jerusalem and the Galilee.

All trip-related expenses will be paid for by AIEF, and all aspects of the trip will be in full conformity with Senate Ethics rules. AIEF will provide additional information to assure your compliance with ethics rules.

We hope you will be able to join us on what promises to be a rich, insightful and educational trip. To confirm your participation, please <u>click here</u> to complete the confirmation form, and return to <u>sallen@aiefdn.org</u>. If you have any questions, please contact Rob Bassin at (202) 639-5279 or <u>rbassin@aipac.org</u>.

Sincerely,

Richard Fishman

Executive Director, AIEF

AMERICAN ISRAEL EDUCATION FOUNDATION | The Charitable Organization affiliated with AIPAC 25114 Street, NW | Washington, DC 20001 | Phone: 202-619-5200 | Fax: 202-347-5232

click here to unsubscribe

#### PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

Α	merican Israel Education Foundation (AIEF)
	——————————————————————————————————————
D	escription of the trip:
P	lease see addendum
D	ates of travel: May 25-June 2, 2019
Pl	ace of travel:
V	ame and title of Senate invitees: Please see attached
[ 6	ertify that the trip fits one of the following categories:
×	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  OR-
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
0	- AND -
×	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
[ c	ertify that:
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
X	

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.  -OR-
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of the trip.
	· · · · · · · · · · · · · · · · · · ·
12	Dejective describe the stated mission of each spansor and how the surpose of the trip relates to that missions
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about
	the U.SIsrael relationship. The delegation will have the opportunity to meet with a diverse group of
	Israelis and Palestinians, and see first-hand the outcome of U.SIsrael strategic cooperation in the region.
l <b>4</b> .	Briefly describe each sponsor's prior history of sponsoring congressional trips:
14.	Please see addendum

Please see addendui	m			
	<u> </u>			<del></del> .
		<u> </u>		
<del></del>	<u></u> .		<del></del>	
Total Expenses for Ea	ach Participant:			
<u> </u>		<u> </u>		
	Transportation	Lodging	Meal	Other
	Expenses	Expenses	Expenses	Expense
	\$9,638.68	\$1,814.43	\$1,046	\$2,809.63
			. ,	42,000.00
Good Faith	air = \$9,255.34 airport assist =	JLM = \$1,046.25 TLV = \$617.52	JLM = \$560 TLV = \$340	Please sed breakdown
estimate	\$55.56	TIB = \$150.66	TIB = \$146	attached
☐ Actual	bus = \$311.11 taxis = \$16.67			
Amounts	taxis - \$10.07			
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	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:		
	e see addendum		
class t	ibe the type and class of transportation being provided. Indicate whether coach, business-class or first ransportation will be provided. If first-class fare is being provided, please explain why first-class is necessary:		
round	-trip, business class on a commercial airline, chartered bus on the ground in Israel		
e a List aı	represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include xpenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to II attendees as an integral part of the event, as permissible under Senate Rule 35).  By entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why tertainment is an integral part of the event:		
I herel	by certify that the information contained herein is true, complete and correct. (For trips involving		
more t	han one sponsor, you must include a completed signature page for each additional sponsor):  ure of Travel Sponsor:		
	and Title: Rachel Hirsch, In House Counsel		
Name	of Organization: American Israel Education Foundation (AIEF)		
	251 H Street NW, Washington DC 20001		
	one Number: (202) 639-5248		
	umber:		
	rhirsch@aiefdn.org		

# American Israel Education Foundation (AIEF) Educational Seminar in Israel Senior Congressional Staff June 30 – July 8, 2018

### **Final Itinerary**

Saturday, June 30, 2018			
5:04 PM	Depart Dayton, OH (J.D. Grom only)		
5:20 PM	Depart Union Station		
7:00 PM	Arrive Newark (J.D. Grom only)		
8:25 PM	Arrive Newark		
10:50 PM	Depart Newark		

10:50 PM	Depart Newark
<u>Sunday, July 1, 2018</u> 5:05 PM	Arrive at Ben-Gurion Airport
5:05-6:30 PM	Transfer to Jerusalem
6:30 PM	Check-in to The Orient Hotel
6:45 PM	Depart for dinner
7:30-8:00 PM	Setting the Stage Orientation with Cameron Brown, Director of AIEF Israel - at Touro
8:00-9:45 PM	State of the Nation Dinner with David Horovitz Editor, Times of Israel - at Touro
9:45-10:30 PM	Shalom Jerusalem Introduction to the History of the City Brief walking survey
10:30 PM	Overnight at the Orient Hotel

7:30 AM Breakfast is served

- at the hotel

8:00-9:00 AM Israeli Palestinian Negotiations – An Update

Breakfast with Dr. Tal Becker

Legal Advisor, Ministry of Foreign Affairs

- at the hotel

9:00 AM Depart for Strategic Survey of Jerusalem

9:15 AM-12:45 PM Strategic Survey of Jerusalem – Part I:

The Historic and Holy Basin

Guided tour of the Old City of Jerusalem

12:45 PM Depart

1:45-2:45 PM Israel's Political Map

Lunch with Dr. Cameron Brown

Director, AIEF Jerusalem

3:00 PM Depart for the Knesset

3:30 PM Security check

4:00-4:45 PM Meeting with the Honorable Stav Shaffir

Member of Knesset, Zionist Union Party

-at the Knesset

5:00-5:30 PM Meeting with the Honorable Naftali Bennett

Minister of Education and Diaspora Affairs,

Leader, The Jewish Home Party

at the Knesset

6:00-7:15 PM Strategic Survey of Jerusalem – Part I:

The Historic and Holy Basin

Guided tour of the Old City of Jerusalem

7:45 PM Depart for dinner

8:00-10:00 PM Dinner

- at Tali's Atelier

10:00 PM Overnight at the Orient Hotel

7:30 AM Breakfast on own

- at the hotel

8:30 AM Depart for Yad Vashem

9:00-11:00 AM Remembering the Victims of the Holocaust

Guided tour of Yad Vashem Holocaust Memorial and Museum

11:00 AM Depart for the American Colony Hotel

11:30 AM-1:00 PM A View from the Palestinian Authority

Lunch with Dr. Saeb Erekat

Palestinian Peace Coalition/Geneva Initiative, Palestinian Authority

- at the American Colony Hotel

1:00 PM Depart

1:30-2:30 PM A View from the Prime Minister's Office

Meeting with David Keyes

International Media Advisor, Office of the Prime Minister

- at the Crowne Plaza Jerusalem Hotel

2:30 PM Depart for Tel Aviv

4:00-5:00 PM Why a Jewish State?

Meeting with Dr. Einat Wilf

Senior Research Fellow, The Jewish People Policy Institute (JPPI)

Former Member of Knesset -at the Sheraton Tel Aviv hotel

5:00 PM Check-in to the Sheraton Tel Aviv Hotel

7:30 PM Depart for dinner

8:00-10:00 PM Tikkun Olam- Repairing the World

Dinner with

 Naty Barak, Netafim Hagit Krakov, Israid

Dr. Ofer Merin, Emergency Response from Haiti to Syria

Sivan Ya'ari, Innovation Africa

- at Quattro

10:00 PM Overnight at the Sheraton Tel Aviv Hotel

Wednesday	, July 4,	2018
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7:45 AM Breakfast is served

- at the hotel

8:00-9:15 AM Regional Strategic Threats

Meeting with Brig. Gen. (res) Nitzan Nuriel

Immediate Past Director,

Counter-Terrorism Bureau, Prime Minister's Office

- at the hotel

9:15 AM Depart

10:00-11:30 AM Visit to Palmachim Air Force Base

-Palmachim

11:30 AM Depart

12:30-2:00 PM How Israeli Armament Innovations Defend the U.S.

Lunch with Ari Sacher

Former Iron Dome Systems Project Manager,

Rafael Advanced Defense Systems

-at Deca

2:00 PM Depart

2:30-4:00 PM Save a Child's Heart

Meet with Dr. Zion Houri and Visit the Recovery Home

- at Wolfson Medical Center

4:00 PM Depart

4:45-5:30 PM Life Under the Threat of Rocket Fire

Meeting with Chen Abrahams
Local Resident, Kibbutz Kfar Aza
-at the Sheraton Tel Aviv hotel

5:45-6:45 PM Strategic Overview: Syrian Civil War

Meeting with Dr. Jonathan Spyer

Fellow, Middle East Forum

Middle East Analyst and Correspondent

-at the Sheraton Tel Aviv hotel

6:45 PM Depart hotel

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7:00-7:30 PM 360° Bird's Eye View

Briefing from the Azrieli Tower Rooftop

7:30 PM Depart for Dinner

8:00-10:00 PM The Israeli Mosaic

Dinner with

Professor Dov Chernichovsky, Israel's Health Care System

Moshe Friedman, Founder, KarmaTech

Pnina Radai, Director of Training Programs,

National school of Government, CSC - Israel Civil Service

Dan Slijper, LGBT Activist

-at Spoons Salon

10:00 PM Overnight at the Sheraton Tel Aviv Hotel

### Thursday, July 5, 2018

7:30 AM Breakfast on your own

- at the hotel

8:00 AM Depart

8:30-9:30 AM Start-Up Nation

Panel Discussion, moderated by Dr. Cameron Brown, with

Jordana Cutler, Facebook
 Dov Maisel, United HaTzalah
 Dr. Oren Milstein, StemRad

Eliav Rodman, Orcam

- at Facebook Israel

9:30 AM Depart

10:30-11:00 AM Israel's Narrow Waistline - Strategic Concerns

Briefing at Alfei Menashe

11:00 AM-12:00 PM Israeli Settlements in Focus

Briefing with Oded Ravivi, Mayor of Efrat

Yariv Oppenheimer, immediate past head, Peace Now

-at Alfei Menashe Matnas

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12:00-1:30 PM	Depart
	<ul> <li>En route briefings:</li> <li>The Jezreel Valley –</li> <li>The Strategic Land Bridge connecting Asia and Africa</li> <li>Upper Galilee – Potential for Development</li> </ul>
1:30-3:00 PM	Minority Rights in Israel Lunch with Mohammad Darwashe Director of Planning, Equality and Shared Living Givat Haviva Educational Institute - at his home, Iqsal
3:30 PM	Depart
4:30-5:30 PM	Israel's Northern Border Concerns: Lebanon and Hizballah Briefing with LtCol. (Res.) Sarit Zehavi Northern Border Expert - at Mt. Adir
5:45 PM	Depart
6:30 PM	Check-in to the U Boutique Hotel
7:45 PM	Depart for dinner
8:00-10:00 PM	Reflections of the Week Dinner and Discussion - at Decks
10:00 PM	Overnight at U Boutique Hotel
<u>Friday, July 6, 2018</u> 7:30 AM	Breakfast on own - at the hotel, Main Dining Hall
8:30 AM	Depart
9:00-11:00 AM	<ul> <li>Historical Significance of the Sea of Galilee</li> <li>Tour of historical and religious sites around the Sea of Galilee</li> <li>Mt. of Beatitudes – Sermon on the Mount</li> <li>St. Peter's Church</li> <li>Capernaum – Jesus' Village</li> </ul>

11:00 AM	Depart for the Golan Heights			
12:00-1:00 PM	Israel's Northern Border Concerns: Syria Strategic survey of Israel's border with Syria With Capt. (Res.) Ilan Shulman - at Kibbutz Ein Zivan			
1:00 PM	Depart			
1:15-2:30 PM	Lunch -at Habokrim			
2:30-4:00 PM	Travel back to Jerusalem via the Jordan Valley			
	<ul> <li>En route briefings:</li> <li>Strategic Survey – Israel's Border with Jordan</li> <li>The Jordan Valley – Israel's Defensive Buffer Facing East</li> </ul>			
4:00-4:30 PM	Jordan Gateway Industrial Park Visit to join development project between Israel and Jordan			
4:30-5:30 PM	Continue to Jerusalem			
5:30 PM .	Check-in to the Orient Hotel			
7:15 PM	Depart for dinner			
7:30-9:30 PM	Reflections on the Sabbath in Jerusalem Traditional Sabbath evening dinner With Naomi and Jonathan Schachter-Price - at their home in Jerusalem			
9:30 PM	Overnight at the Orient Hotel			
<u>Saturday, July 7, 2018</u>				
8:00 AM	Breakfast on own - at the hotel, Main Dining Hall			
8:30-10:00 AM	Depart			

En route briefing:

Jericho Road and the E-1 Corridor

■ The Dead Sea Region — Environmental Concerns

10:00 AM-12:30 PM History and Geopolitics of the Roman Empire

Guided tour of the National Archeological Park at Masada

12:30-1:30 PM Exploration of the Dead Sea Region

- at Kalya Beach

1:30-2:30 PM Lunch

- at Kalya Beach

2:30 PM Depart for Jerusalem

4:00 PM Return to hotel

Check out

6:00-8:00 PM The U.S.-Israel Relationship: Bringing it All Together

Closing dinner - at the hotel

8:00 PM Depart for the Airport

11:10 PM Depart Tel Aviv

**Sunday, July 8, 2018** 

4:10 AM Arrive Newark

8:15 AM Depart Newark (J.D. Grom only)

8:35 AM Depart Newark

9:59 AM Arrive Washington, D.C.

10:19 AM Arrive Dayton, OH (J.D. Grom only)

## American Israel Education Foundation (AIEF) Educational Seminar in Israel Senior Congressional Staff May 25 – June 2, 2019

### Senate Invitees

- 1. Rey Benitez, The Honorable Catherine Cortez Masto (D-NV)
- 2. Doug Coutts, The Honorable Tom Cotton (R-AR)
- 3. Joe Hack, The Honorable Deb Fischer (R-NE)
- 4. Mark Johnston, The Honorable Mike Rounds (R-SD)
- 5. Kyle Plotkin, The Honorable Josh Hawley (R-MO)
- 6. Jonathan Stahler, The Honorable Chris Coons (D-DE)

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DERORAN SHE MAYER CHIL

BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7418 TDD: (202) 228-3752

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

## United States Senate

SELECT COMMITTEE ON ETHICS

May 22, 2019

Joseph Hack Office of Senator Deb Fischer United States Senate Washington, DC 20510

Dear Mr. Hack:

This responds to your recent correspondence concerning an invitation you received to travel to an educational seminar in Jerusalem, Tel Aviv, and Tiberias, Israel, on May 25-June 2, 2019, sponsored by the American Israel Education Foundation (AIEF). AIEF certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. AIEF has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, AIEF is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed Employee Pre-Travel Authorization and the Employee Post-Travel Disclosure of Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

<sup>&</sup>lt;sup>1</sup> The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

<sup>&</sup>lt;sup>2</sup> The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 2.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.<sup>3</sup> However, AIEF represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.<sup>4</sup>

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government). The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,<sup>6</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>&</sup>lt;sup>3</sup> See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

<sup>4 26</sup> U.S.C. § 501(c)(3).

<sup>&</sup>lt;sup>5</sup> 5 U.S.C. § 7342.

<sup>&</sup>lt;sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

PAT ROBERTS, KANSAS JAMES E. RISCH, IDAHO BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR EMILY GERSHON, CHIEF CLERK

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## United States Senate

**SELECT COMMITTEE ON ETHICS** 

## Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) at least 30 days prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <a href="http://www.ethics.senate.gov">http://www.ethics.senate.gov</a>.

## Pre-Travel Authorization

Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the

## Prior to Submitting a Pre-Travel Authorization Package to the Committee

C	comm	ittee's website.
		Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and
		reasonable.
		Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public
		office being used for private gain.
At Least	30 D	ays Prior to Travel: Submit Completed Pre-Travel Authorization Package
		File with the Select Committee on Ethics in SH-220
		' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '
	ompl	ete Employee Pre-Travel Authorization Form (Form RE-1)
		Ensure this form is typed and that all of the fields are completed.
		Ensure your supervising Senator or Officer has signed this form.
		Personally sign this form.
☐ E	nsure	Pre-Travel Authorization Package is complete. A complete Package includes:
		Form RE-1
		Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
		Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
		All attachments to the Private Sponsor Travel Certification Form
		Complete and final itinerary
		☐ List of Senate invitees
		Any other necessary attachments
	etain	a copy of your complete Pre-Travel Authorization Package for inclusion in your
		d post-travel disclosure.
	<b>A</b>	<b>1</b>

## Prior to Traveling: Receive a Letter of Approval from the Committee

Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

### Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

	☐ Ensure submission of Post-Travel Disclosure Package is timely. ☐ Post-Travel Disclosure Packages must be submitted to the Office of		
		Records within 30 days of completion of Privately-Sponsored Travel. Trip	
		extensions for any purpose do not extend this deadline.	
		ete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)	
	ā	Ensure this form is typed and that all of the fields are completed.	
		Ensure your supervising Senator or Officer has signed the form after determining	
		the actual trip expenses were necessary under Senate Rules and the Committee's	
		Privately-Sponsored Travel Guidelines.	
		Personally sign this form.	
		Post-Travel Disclosure Package is complete. A complete Package includes:	
		Form RE-1	
		Form RE-2	
		Private sponsor invitation (the formal invitation, letter or e-mail you received from	
		the private sponsor).	
		Completed and signed Private Sponsor Travel Certification Form (verify with the	
		private sponsor that you have the correct and final version of the form).	
		All attachments to the Private Sponsor Travel Certification Form	
		Complete and final itinerary	
		☐ List of Senate invitees	
		☐ Any other necessary attachments	
		. ' Al Camanaithe aif man have any anastions	

Please contact the Committee if you have any questions.

Phone: (202)-224-2981 Fax: (202)-224-7416

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EMPLOYEE PRE-TRAVEL AUTHORIZATION	Date/Time Stamp:					
Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.						
Joseph Hack						
Name of Traveler: Senator Deb Fis	Senator Deb Fischer					
Employing Office/Committee:	· · · · · · · · · · · · · · · · · · ·					
American Israel Education Foundation (AIEF) Private Sponsor(s) (list all):						
May 25-June 2, 2019 Travel date(s):						
Note: If you plan to extend the trip for any reason you must notify the Com	mittee.					
Jerusalem, Tel Aviv, and Tiberias, Israel Destination(s):						
Explain how this trip is specifically connected to the traveler's official or representa	ational duties:					
Name of accompanying family member (if any):	the best of my knowledge:					
(Date) (Date)	Signature of Employee)					
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate Secretary for the Majority, Secretary for the Minority, and Chaplain):  Senator Deb Fischer	, Secretary of the Senate, Sergeant at Arms Joseph Hack					
1, hereby authorize (Print Senator's/Officer's Name)	(Print Traveler's Name)					
an employee under my direct supervision, to accept payment or reimbursement for related expenses for travel to the event described above. I have determined that this duties as a Senate employee or an officeholder, and will not create the appearance private gain.	s travel is in connection with his or her					
I have also determined that the attendance of the employee's spouse or child is apport of the Senate. (signify "yes" by checking box)	ropriate to assist in the representation					

(Date)

### Representational Duties:

I currently serve as Senator Fischer's chief of staff, overseeing all policy matters that include the senator's work as a senior member of the Senate Armed Service Committee. As member of the committee, Senator Fischer has worked closely on funding issues related to mutual defense between Israel and the United States, including Iron Dome and David's Sling. This trip will provide me with first hand briefings and site visits to more fully understand security challenges in the region, enabling me to better serve the senator as she continues her work on the Armed Services Committee promoting mutual cooperation between these two allies.